FRA
SAP

Federal Railroad Administration
Office of Railroad Safety State Action Plan (SAP)
Portal User's Guide

Version 1.0
May 28, 2021

CONTACT INFORMATION

For technical support to the SAP Portal, email RSISSPSupport@dot.gov. For questions related to the SAP Program, email Debra.Chappell@dot.gov and StateActionPlan@dot.gov

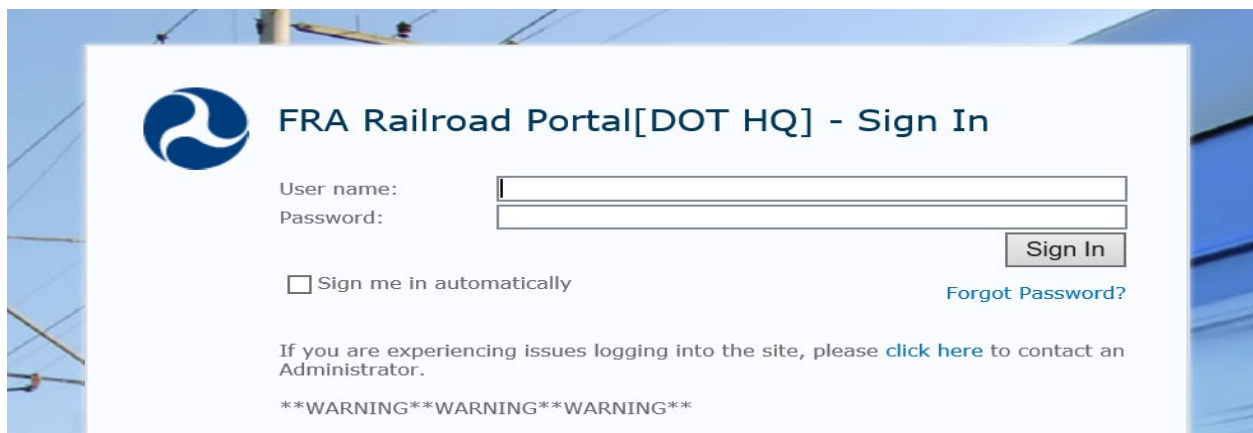# SAP Portal User Guide Table of Contents

***The initial 10 States per the Rail Safety Improvement Act of 2008 (RSIA08) are Alabama, California, Florida, Georgia, Illinois, Indiana, Iowa, Louisiana, Ohio, and Texas.

Per Title 49 Code of Federal Regulations Section 234. 11, States *must* submit their plans no later than February 14, 2022.
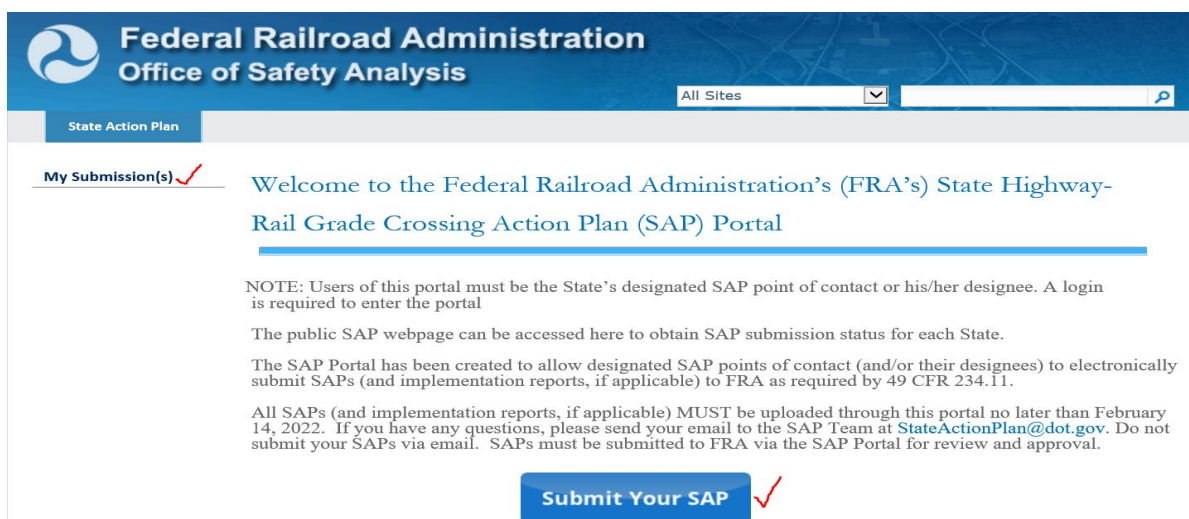
State Action Plan (SAP) Portal Login

1. Login with your credentials at https://rrsp.fra.dot.gov/SAP/

NOTE: The initial log-in list for this Portal consisted of members of American Association of State Highway and Transportation Official's (AASHTO's) Council on Rail Transportation. Additionally, the initial log-in list includes points of contact for the California Public Utilities Commission, Illinois Commerce Commission and the Ohio Rail Development Corporation. Changes to the log-in name and/or email address should be sent to StateActionPlan@dot.gov.

2. Click on "Submit Your SAP" button on the main page or click on "My Submission(s)" to submit an SAP or implementation report. If you click on "My Submission(s)", please click on "Add new item" as well.

Submitting New SAP (40 States and the District of Columbia)

1. Complete all required fields below before attaching document(s). **Note:** Do not click on **"Save"** until you've uploaded your SAP document(s) and all required fields are completed.

   Note: For the question, **"Is this a stand-alone SAP?"** select "No" if the SAP was developed by modifying an existing report. Select "Yes" if the SAP was created for the primary purpose of complying with FRA's SAP regulations.

   Note: For "**SAP Classification**", please select "New SAP (40 States & District of Columbia)."

2. **Attaching SAP Document(s):** To upload document(s), click on "Add document". A pop-up window will appear as shown in the screenshot below. Click on "Browse" to choose file from your local computer and click "OK" when done.

3. After uploading the SAP documents, enter required information and click "Check In" either on the top left corner or below the form as shown in the screenshot below.

Note: For multiple SAP document(s) repeat steps 2 and 3 by uploading each document individually and completing the pop-up form shown above for each document.

4. After all SAP documents have been uploaded, click "Save" at the bottom of the form to submit to FRA. See screenshot below.

NOTE: Once form is submitted, an automatic confirmation email will be sent to the individual's email address on file confirming successful submission and FRA will be notified automatically.

Submitting Updated SAP/Implementation Report (Initial 10 States per the RSIA08)

1. Complete all required fields below before attaching document(s). **Note:** Do not click on **"Save"** until you've uploaded your SAP document(s) and all required fields are completed.

Note: For the question, **"Is this a stand-alone SAP?"** select "No" if the SAP was developed by modifying an existing report/document other than the FRA-approved highway-rail grade crossing action plan previously submitted by your State. Select "Yes" if the SAP was developed by modifying the FRA-approved highway-rail grade action plan previously submitted by your State.

Note: For "**SAP Classification,**" please select "Updated SAP/Implementation (10 States per RSIA08)".

2. **Attaching SAP Document(s):** To upload document(s), click on "Add document". A pop-up window will appear as shown in the screenshot below. Click on "Browse" to choose file from your local computer and click "OK" when done.

3. After uploading the SAP documents, enter required information and click "Check In" either on the top left corner or below the form as shown in the screenshot below.

Note: For multiple SAP document(s) and/or the implementation report, repeat steps 2 and 3 by uploading each document individually and completing the pop-up form shown above for each document.

4. After all SAP documents and the implementation report have been uploaded, click "Save" at the bottom of the form to submit to FRA. See screenshot below.

NOTE: Once form is submitted, an automatic confirmation email will be sent to the individual's email address on file confirming successful submission and FRA will be notified automatically.

Submitting Corrected SAP

FRA will notify the State via email if the State Action Plan needs to be corrected. Follow the steps below if you need to submit a corrected SAP.

Note: Do not create a new submission for a corrected SAP.

1. Login in to the FRA Railroad Portal at https://rrsp.fra.dot.gov/SAP/
2. After successful login, click on "My Submission(s)". See screenshot below.

3. Click on user name (e.g. Sue Doe) under "Name" as shown in the screenshot below.

4. The form will pop-up. Simply click on "Add document"

SAPList - Sue Doe

View

Edit Item

Version History
Manage Permissions
Delete Item

Alert Me
Workflows

Manage

Actions

Edit	State Code	Name	SAP Plan Type	Submission Type	Comments
	FL	3 NEW	Corrected SAP	Submitter's Attachment	

➕ Add document

Name	Sue Doe
Job Title/Position	Transportation Specialist
Mailing Street Address	123 Pecan Lane
City	Trenton
State	Florida
ZIP Code	07303
Daytime Phone	609-123-4567
Email Address	sue.doe@fl.state.us
Additional POC	No
2nd POC Job Title/Position	
2nd POC Mailing Street Address	
2nd POC City	
2nd POC State	
2nd POC Zip Code	
2nd POC Email Address	
2nd POC Phone#	
State Submitting Plan	Florida
State Code	FL
Is this a stand-alone SAP?	No
Is this SAP a part of another plan to be submitted to DOT?	Yes
If Yes, please provide the name of the DOT plan	
Where is the SAP located within the document?	
SAP Classification	Updated SAP/Implementation (10 States, per RSIA08)
AssignedTo	Unassigned
FRA Review Status	Not Processed

5. The upload document window will pop-up. Upload your corrected SAP from your local computer and click "Ok". Note: Please use a name for the corrected SAP that is somewhat different from the name for the original SAP. For example, please consider adding a date after the end of the name of the original SAP.

6. After SAP document(s) is uploaded, enter required information as indicated in the screenshot below. Select "Corrected SAP" for the "SAP Plan Type" then click "Check In" either on the top left corner or below the form as shown below.

7. Simply close the form after uploading the SAP document(s).

NOTE: Once the corrected SAP is submitted, an automatic confirmation email will be sent to the individual's email address on file confirming successful submission and FRA will be notified automatically of the corrected SAP submission.

FAQ #1: I hit "Save" before uploading my SAP/implementation report. How do I submit it now?

If the form was completed and user clicked on "Save" on the main form before attaching their SAP document(s), follow the instructions below.

1. Click on user name (e.g. John Matthews) under "Name" as shown in the screenshot below.

2. The form will pop-up. Simply click on "Add document" as shown in the screenshot below to add/upload SAP document(s).

3. A pop-up window will appear as shown in the screenshot below. Click on "Browse" to choose file from your local computer and click "OK" when done.

4. After the SAP document(s) is uploaded, enter required information and click "Check In" either on the top left corner or below the form as shown in the screenshot below.

Note: For multiple SAP documents repeat steps 2 -4 above by uploading each document individually and completing the pop-up form shown above for each document.

5. After uploading SAP document(s), simply close the form as shown in the screenshot below.

SAPList - Sue Doe

View

Edit Item | Version History | Alert Me
Manage Permissions | Workflows
Delete Item
Manage | Actions

+ Add document

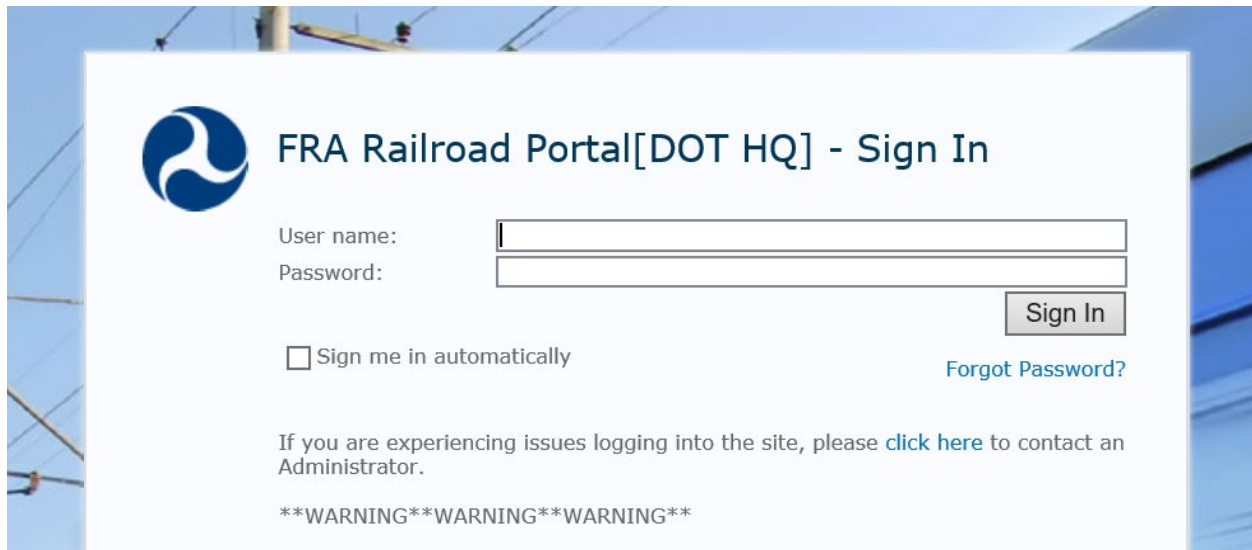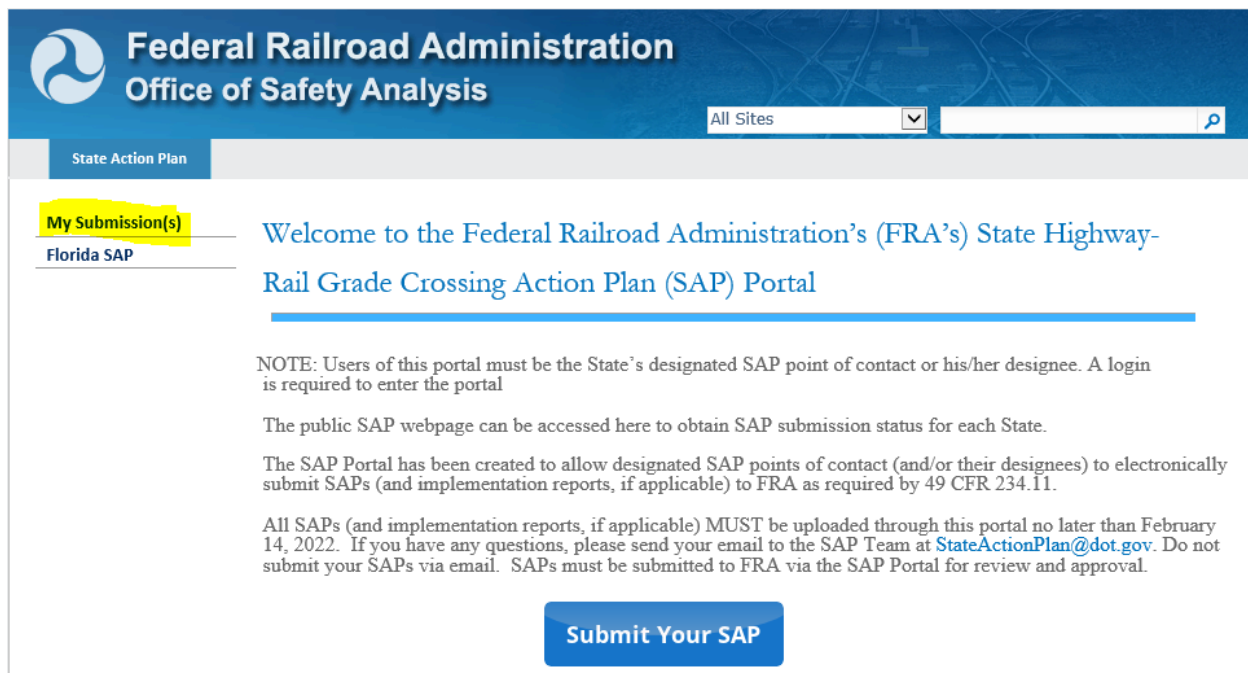| Name | Sue Doe |
Job Title/Position	Transportation Specialist
Mailing Street Address	123 Pecan Lane
City	Trenton
State	Florida
ZIP Code	07303
Daytime Phone	609-123-4567
Email Address	sue.doe@fl.state.us
Additional POC	No
2nd POC Job Title/Position	
2nd POC Mailing Street Address	
2nd POC City	
2nd POC State	
2nd POC Zip Code	
2nd POC Email Address	
2nd POC Phone#	
State Submitting Plan	Florida
State Code	FL
Is this a stand-alone SAP?	No
Is this SAP a part of another plan to be submitted to DOT?	Yes
If Yes, please provide the name of the DOT plan	
Where is the SAP located within the document?	
SAP Classification	Updated SAP/Implementation (10 States, per RSIA08)
Comments	

Content Type:
Version:
Created at

Close

FAQ #2: How do I change point of contact information for my State?

1. Login with your credentials at https://rrsp.fra.dot.gov/SAP/.
   (If you need technical assistance with logging into the portal, please contact RSISSPSupport@dot.gov)

2. Click on "My Submission(s)" as indicated in screenshot.

3. Click on your name under the "Name" column as shown in the screenshot below.

4. The form shown below will pop-up. Click on "Edit" as highlighted below

5. Edit the form as needed and click "Save" either on the top left corner or at the bottom right of the form when completed.

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